

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Monday, September 23, 2024– 3:15 p.m.  
Yakima Central Library Boardroom

**I. OPENING OF MEETING:**

**Board Member Present:** President Darline Charbonneau, Vice-President Bradley Liebrecht, Secretary Mary MacKintosh, Trustee Jameson Watkins, Trustee Judith Panagakos

**Staff Present:** Executive Director-Candelaria Mendoza, Executive Assistant- Michael Huff, Business Services Director-John Slaughter, Public Library Services Director-Francisco Garcia-Ortiz, Public Services Manager- Rondi Downs, Community Engagement & Impact Manager- Sully Gama, Regional Library Manager Region 1- Kristine Tardiff, Facilities Manager-Susan Miller, IT Manager-Melissa Vickers, Technical Services & NWRR Manager -Sherrie Prentice,

**Absent:** Collection Development & Circulation Manager- LeNee Gatton, Regional Library Manager Region 2- Heather Campbell

**Visitors:** No Visitors

Call to Order

President Charbonneau called the meeting to order at 4:28 pm.

- a. Determination of quorum  
President Charbonneau determined a quorum of the Trustees was present.
- b. Recognition of visitors  
No visitors were present.
- c. Approval of the agenda

**MOTION:** Trustee Liebrecht moved to approve the agenda as presented. Trustee MacKintosh seconded the motion. Motion passed unanimously.

**II. Public Comment**  
N.A.

**III. Consent Agenda**

*The consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval. Any of the items can be broken out and questions may be asked at any time regarding any of the items:*

- a. *Approval of minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of accounts payable vouchers*
- e. *Unaudited Financials: Community Libraries and Departments*

**MOTION:** Trustee Liebrecht moved to adopt the Consent Agenda to include the August 26, 2024, regular minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, August Accounts Payable warrants, and August Unaudited Financials. Trustee Panagakos seconded the motion. Motion passed unanimously.



## Summary of Warrants Disbursed

August 2024 Warrants for Trustee Approval

### General Fund

#### Payroll Warrants

322132	to	322134	\$	1,424.03
322135	to	322139	\$	79,910.50
322140			\$	12,325.53
Direct Deposit ACH Transfer to Key Bank			\$	128,796.26
Direct Deposit ACH Transfer to Key Bank			\$	122,557.44
ACH Payments to Dept of Retirement 8/09/2024			\$	28,618.13
ACH Payments to DSHS 8/09/2024			\$	94.84
ACH Payments to IRS (PR Taxes) 8/09/2024			\$	41,845.12
ACH Payments to Dept of Retirement 8/23/2024			\$	27,210.66
ACH Payments to DSHS 8/23/2024			\$	42.80
ACH Payments to IRS (PR Taxes) 8/23/2024			\$	39,168.78
<b>Total Payroll and Benefits</b>			<b>\$</b>	<b>481,994.09</b>

#### Accounts Payable Warrants

86502	to	86531	\$	120,716.47
86532	to	86585	\$	70,146.64
86586	to	86619	\$	62,113.47
<b>Total AP Warrants</b>			<b>\$</b>	<b>252,976.58</b>

**Total Warrants Disbursed General Fund** **\$ 734,970.67**

### Plath Fund

#### Accounts Payable Warrants

57259			\$	3,332.02
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**Total Warrants Disbursed Plath Fund** **\$ 3,332.02**

#### Voided Warrants - Payroll

322117		Lost in mail	\$	12,325.53
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**Total Voided Warrants** **\$ 12,325.53**

#### IV. **Director's Report**

Information

Mendoza said she covered about everything during the special meeting but included a few additional updates. The grand opening of the Union Gap Library is scheduled for October 9, 2024, and the ribbon cutting will be at 2 pm; she told the Trustees she would send them the invitation. Next was an update on the Capital Improvements Grant. She informed the Trustees that YVL was notified that the projects submitted have moved forward in the process; the hope is to know more before December so the projects can be included in the budget. An update on E-rate was next. Mendoza expressed that Vickers and her team have done an excellent job with it, and a lot of money will be saved as a result. Trustee MacKintosh moved to page 25 of the Director's Report and commented on the key indicators. She said the programming count of more than 51% was impressive. Trustee Charbonneau asked why that was. Mendoza replied that it was because of the strong effort to make the adjustments needed to align with the strategic plan, and she added that the four programming coordinators are doing a fantastic job. Transitioning to the board packet discussion, Mendoza commented on the black-and-white version and asked for any feedback. Trustee Liebrecht said he liked it, and the Board agreed. Mendoza mentioned that fewer photos were added per the Board's recommendation at the August board meeting.

#### V. **Old Business**

##### a. **Board Packets**

Discussion/Motion

Mendoza shared some potential options: continue printing in black-and-white and change how the financial pages are shared. On the financials, she asked the Board what they thought about having them emailed as a PDF instead of printed. Slaughter asked for clarification on the pages. Mendoza said pages 8-56, or elements included on pages 55 and 56 (Collection Expenditures and Capital Summary). Trustee Watkins said he liked that approach and said the financials could be displayed on the screen with any questions. Then, Mendoza commented that pages 8 and 9 (Unaudited Revenue and Expenditures Statement) would remain in the packet. Trustee Panagakos requested to make these changes for the October 28<sup>th</sup> meeting, and Trustee Charbonneau said the Board could then see if it works. Trustee Liebrecht requested that the 2025 budget sheets be printed in November, and the Board agreed. Mendoza then clarified that pages 21-54 (YVL "Libraries Only" – Consolidated Unaudited Financials) would be moved to the digital financials packet. Trustee Charbonneau said to try it out, and a decision would be made at the October 28<sup>th</sup> board meeting.

##### b. **Board Recruitment Process**

Discussion/Motion

Mendoza said this discussion was introduced at the board meeting in August. She said the application went live on September 20<sup>th</sup>, and promotions would begin on September 24<sup>th</sup>. On September 25<sup>th</sup>, Mendoza is doing a presentation at the Rotary and will inform them of the vacancy. She then reiterated that the board recruitment process would be the same and that YVL has control of the questionnaire and rating sheet. She told the Trustees that she would like approval on the questionnaire before it's posted on the YVL website.

Trustee Panagakos said she read through the questionnaire and didn't have anything better to suggest. However, she wanted to make sure the form was also open to people without library experience. Below are the recommended changes or comments made on the questionnaire.

Question One: "What is your motivation in wanting to be a Yakima Valley Libraries Trustees?" Trustee Liebrecht said to change "Trustees" to "Trustee."

Question Four: "What changes do you think or hope will occur in our libraries in the next 5-10 years?" Mendoza asked if this question should be kept on the questionnaire, and Trustee Liebrecht said it was a good question to filter the candidates' answers. It was decided to keep it. Question Five: "What do you see as the role of the Yakima Valley Libraries Trustees in relations with employees, upper management, and the Director?" It was said that it's important for

candidates to know the distinctions between the different roles.

Question Seven: "What are your strengths and weaknesses?" Slaughter suggested changing it to "What expertise or perspective can you bring to the Board of Trustees?" Trustee Liebrecht also suggested asking for a resume, but Trustee Watkins said he didn't want that to be a hurdle for people. Through discussion, the Board agreed to include the resume as part of the question but made it optional.

Question Eight: "How does the current term of the position (5 years, max of 2 terms) fit in with your other responsibilities?" Trustee Panagakos suggested removing the "max of 2 terms" from the question. She then asked if the term requirements had ever been an issue, and the answer was no. Then, it was decided to make this a compliance statement with a yes or no checkbox rather than a question and have it be moved to the top of the form.

Question Nine: "Are you familiar with the guidelines from the Washington State Library for public library Trustees? If not, please review the following link: Trustee Overview." It was decided that this would also be made into a compliance question rather than a question and moved to the top of the form. This concluded the review of the questions.

Trustee Panagakos commented on the October 11<sup>th</sup> deadline and asked if it would be enough time for people to submit the form. Mendoza said submissions would be extended until the following Monday. Mendoza said the County would continue sending Huff the applications and he would forward them to the Trustees on Fridays. Trustee Liebrecht said he would like a study session to discuss the applications. Mendoza said an Executive Session isn't an option as it's a public process. She then noted that the rating system ranks the candidates from the top six and suggested that we could follow the procurement process at a regular meeting for the trustees to argue their case for their preferred candidates and then open it up to the final vote. Trustee Watkins asked about the possibility of it not being public as candidates may listen in. Mendoza said she would double-check those rules. She also said that she could check on being able to use numbers for candidates instead of using the names of the candidates. Trustee Panagakos asked if the complete ranking would be provided to the County, and Mendoza said it would only be the top three. She also asked when Huff should send the Trustees the incoming applications from the County. Trustee Liebrecht requested that he send them as they come in instead of in batches on Fridays. Back to the ranking sheet, Trustee Panagakos said the trustees could complete them before the board meeting if that works better. Trustee Liebrecht said it could be placed in the board packet as well. Mendoza replied that the trustees could email their rating sheets to Huff and that YVL could calculate the rankings for them. Mendoza said she would update them when they should send in their rankings. Lastly, the trustees agreed that some updates should be made to the rating sheet. Mendoza said Huff would make the form landscape and the comment boxes scrollable.

Trustee MacKintosh quickly asked about the recent public records requests, and Mendoza said that would be discussed during new business.

This concluded the discussion. A motion wasn't required.

## **VI. New Business**

### **a. Resolution #24-006:**

Discussion/Motion

#### **In the Matter of Revising the Amount of Imprest Funds**

Slaughter communicated that YVL usually presents this item at the November board meeting, but funds are needed to be added to the new Union Gap Library. Another reason is to reduce cash banks in Granger, Moxee, Toppenish, Wapato, and Zillah. He said Granger was at \$60.00 but will now have \$30.00, Moxee was at \$40.00 but will now have \$30.00, Toppenish was at \$80.00 but will now have \$40.00, Wapato was at \$80.00 but will now have \$40.00, and Zillah was at \$60.00 but will have \$30.00. He said he looked at what they were depositing monthly, and because they

didn't need as much, they were cut in half. This freed up the funds to put in Union Gap and deposit \$15.00 into the general fund. He also commented on the Change and Float funds and that resolutions #72-001 - #15-003 are now combined, which made a single adjustment of \$420.00. He did the same thing with Self Service and Copy Machine Float resolution numbers #09-003 - #14-016 for a total of \$577.00.

**MOTION:** Trustee Liebrecht moved to approve Resolution #24-006: In the Matter of Revising the Amount of Imprest Funds. Trustee Panagakos seconded. Motion passed unanimously.

b. **Resolution #24-007:** Discussion/Motion  
**In the Matter of Approving the Public Records Policy Revisions and Public Records Index Exemption**

Mendoza turned to page 63 of the board packet to address Resolution #24-007. She said the person frequently requesting public records from YVL has also been asking many other agencies, and then they audit them. Mendoza communicated that YVL's policy was outdated from a digital perspective, so updates were made. She said YVL's lawyers also reviewed the changes. The changes helped YVL get up-to-date and provided the freedom to update as needed to align with future RCW changes. Next, Mendoza said the new policy updated definitions and information on the public records request process and any exemptions. She then commented on Resolution #13-009 from 2013 that exempted YVL from keeping an index of public records and said the revised policy also updates that resolution. Additionally, YVL keeps several public records on its website. Next, Mendoza commented on the new default fee schedule and said it can be applied to public records requests moving forward. Trustee Watkins asked why the fee was minimal, and Mendoza replied that's what is allowed by the RCW. She then addressed providing records in installments on page 67. Mendoza said if a requester asks for several documents, YVL can provide the records in installments, and the request can be closed if the requester doesn't pay the associated fee or pick it up. There's also more flexibility on larger requests requiring a third party. Lastly, she noted that YVL is required to send a closing letter that lists the provided documents and then notifies that requester of the one-year statute starting on that day. This concluded the discussion.

**MOTION:** Trustee Liebrecht moved to approve Resolution #24-007: In the Matter of Approving the Public Records Policy Revisions and Public Records Index Exemption. Trustee Watkins seconded. Motion passed unanimously.

c. **Resolution #24-008:** Discussion/Motion  
**In the Matter of Revising Yakima Valley Libraries Customer Conduct Policy**

Mendoza said legal also reviewed the revised customer conduct policy. The necessary revisions were made to clean up the verbiage on panhandling/begging. She said the WA State Supreme Court ruled that panhandling was not illegal, so YVL needed to update its policy to ensure panhandling wasn't a reason for expulsion. She also noted that the categories listed in PITS are equitable across the organization.

**MOTION:** Trustee Liebrecht moved to approve Resolution #24-008: In the Matter of Revising Yakima Valley Libraries Customer Conduct Policy. Trustee MacKintosh seconded. Motion passed unanimously.

**VII. Adjournment**

**MOTION:** Trustee Liebrecht moved to adjourn the meeting. Trustee Watkins seconded. Motion passed unanimously.

President Charbonneau adjourned the meeting at 5:29 p.m.

**Next Meeting will be**

**Budget Study Session**

Monday, October 28, 2024, at 3:15 p.m.

Yakima Central Library Boardroom

**Regular Meeting**

Will Immediately Follow

Yakima Central Library Boardroom

Respectfully submitted,

Mary MacKintosh  
Secretary

# YVL Board of Trustees Applicant Questionnaire

*\*Please save to your computer before completing\**

**Please complete and return by \_\_\_\_\_**

**Email to: [admin@yvl.org](mailto:admin@yvl.org)**

Name

1. What is your motivation in wanting to be a Yakima Valley Libraries Trustees?

2. What is your experience with libraries?

3. What does Intellectual Freedom mean to you?

4. What changes do you think -or hope - will occur in our libraries in the next 5-10 years?

5. What do you see as the role of the Yakima Valley Libraries Trustees in relations with employees, upper management, and the Director?

6. What research have you done regarding Yakima Valley Libraries and/or the Board of Trustees, and what are some of the things you have learned?



7. What are your strengths and weaknesses?

8. How does the current term of the position (5 years, max of 2 terms) fit in with your other responsibilities?

9. Are you familiar with the guidelines from the Washington State Library for public library Trustees? If not, please review the following link: [Trustee Overview](#)

[illegible]